

2. REFERENCE LISTS

2.1 PRE-ARRIVAL REQUIREMENTS

The lists below reference instructions in this Handbook that should be followed by the Master of the Vessel to ensure the vessel berths and prepares to load as safely and efficiently as possible. These lists reference commonly sought information only – this Handbook contains additional requirements which the Master of the Vessel must be familiar with and comply with.

2.1.1 PRIOR TO ENTRY

Requirement	PWCS Procedures
The vessel is ballasted and trimmed in accordance with the Coal Loading Plan approved by the terminal.	Section 8 Coal Loading Plan
The terminal's air draught limit will be met given the tide at the expected time of entry.	Section 9.8 Air Draught
The vessel has a 'secondary support' for the gangway that can hold the weight of the gangway if the main support fails.	Section 9.7.1 Gangway Specification and Position
If safe to do so, gangways have been rigged with safety nets (at handrail height and on the underside) before the vessel enters port.	Section 9.7.1 Gangway Specification and Position
All cargo holds are clear of waste material, previous cargo or other foreign objects (other than holds containing ballast).	Section 9.4 Cargo Hold Cleanliness
All mooring lines on winches have been flaked on deck and spooled correctly onto the drum, with the line tightly packed and correctly layered.	Section 9.6 Mooring
If wire ropes are to be used for mooring the lines company has been notified (via agent) and fibre tails will be used.	Section 9.6.1 Mooring Operations
If the vessel is an Oil-Bulk-Ore Carrier (OBO) the terminal has been notified (via agent) as special conditions apply.	Section 10.2 Gas Freeing Vessels
If the vessel intends to discharge or partially load at another terminal in port prior to berthing at PWCS the required notice has been given.	Section 9.5 Port Entry and Berthing

2.1.2 PREPARATIONS FOR BERTHING

Requirement	PWCS Procedures
The Master of the Vessel is aware of typical mooring arrangements.	Section 9.6 Mooring
Vessel crew is aware of how communication will occur with the shore mooring party.	Section 9.6.1 Mooring Operations
All head and stern lines have a 3 metre tail of light rope spliced into the eye.	Section 9.6.1 Mooring Operations
Monkey's fists are not excessively weighted, and do not contain any heavy materials.	Section 9.6.1 Mooring Operations
When running lines ashore a crewman will control how quickly line is paid out. An excessive amount of line is not flaked on deck.	Section 9.6.1 Mooring Operations

2.1.3 READINESS TO LOAD

Requirement	PWCS Procedures
The vessel will provide safe access via the gangway as soon as possible after all lines are fast.	Section 9.7.1 Establishing Safe Access Upon Berthing
The Master of the Vessel is aware that the PWCS Person in Charge will board as soon as it is safe to access the vessel and meet a vessel representative to perform the Ship/Shore Safety Checklist and confirm the first pass.	Section 9.14.2 Confirmation of Terminal Procedures
The Master of the Vessel is aware and has told the PWCS Person in Charge that the cargo type to be loaded in the first pass must be the same as on the Coal Loading Plan approved by the terminal.	Section 9.14.2 Confirmation of Terminal Procedures

2.2 ITEMS DISCUSSED ON ARRIVAL BETWEEN PWCS AND THE MASTER OF THE VESSEL

The list below shows critical subjects that the PWCS Person in Charge will discuss with the Master of the Vessel upon arrival using the instructional pages which shall be torn out of Appendix E of this Handbook. The list makes reference to the location of relevant procedures in this Handbook.

Subject	PWCS Procedures	Instructional Page
Communications	Page 1 Emergency Contact Procedure Section 9.1 Communications	Appendix E.10
Cargo hold access during loading	Section 5.3 Safety and Section 6.3 Security	Appendix E.9
Maximum air draught	Section 9.8 Air Draught	Appendix E.7 Appendix E.8
Personal Protective Equipment	Section 5.2 Personal Protective Equipment	Appendix E.6
Hydraulic interaction	Section 9.6.2 Hydraulic Interaction	Appendix E.5
Transport arrangements	Section 6.2 General Access Security and Crew Identification	Appendix E.4
Safe and secure site access	Section 6 Security	Appendix E.2 Appendix E.3

2.3 PROCEDURES RELATING TO PWCS SHIP/SHORE SAFETY CHECKLIST

The list below references procedures contained in this Handbook that relate to each question asked in the PWCS Ship/Shore Safety Checklist. The list below appears in the order in which the questions are asked.

Subject of question	PWCS Procedures
1. Water depth and air draught at berth	Sections 4.2.2 and 4.3.2 Vessel Restrictions (respectively for Carrington and Kooragang Terminals), Section 9.8 Air Draught
2. Adequacy of mooring arrangements for local conditions	Section 9.6 Mooring
3. Emergency departure	Subject to Harbour Master discretion
4. Personal Protective Equipment	Section 5.2 Personal Protective Equipment
5. Communication system	Section 9.1 Communications
6. Liaison contact person	Section 9.14.2 Confirmation of Terminal Procedures
7. Readiness for emergency	Section 9.1 Communications
8. Bunkering and Stores	Section 9.17 Bunkering, Section 9.18 Storing
9. Intended works/repairs alongside	Section 9.19 Vessel Repairs
10. Reporting/recording damage	Section 10.4 Responsibility for Damage Caused
11. Vessel provided with details of terminal procedures	Issue of this Handbook is registered by Appendix E.1
12. Master of the Vessel provided with properties of cargo	Coal Exporter's responsibility to provide prior to commencement of loading
13. Safe atmosphere in enclosed spaces	Section 5.3 Cargo Hold Access, Section 10.2 Gas Freeing (PWCS personnel do not enter enclosed spaces)
14. Cargo handling capacity	Sections 4.2.1 and 4.3.1 Equipment (respectively for Carrington and Kooragang Terminals)
15. Loading plan	Section 8 Coal Loading Plan
16. Hatch sequence in loading plan	Section 8.2 Compiling a Coal Load Plan
17. Trimming of cargo	Section 9.14.6 Trimming
18. Stops for de-ballasting	Section 9.89 Air Draught
19. Final trim	Section 9.10 Draught Survey
20. Time to prepare for sea	Section 9.14.8 Sailing
21. Safe gangway and brow access	Section 9.7 Gangways